



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☐ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☒ Interested individuals who meet the stated requirements

Issue Date: February 11, 2022

Posting No.: 37-22

TITLE: Paralegal Technician 2 **SALARY:** \$54,390.80 - \$76,912.67

LOCATION: Central Office, Office of Employee Relations – Trenton NJ

JOB DESCRIPTION: Under the direction of an attorney or other supervisory official, supervises paralegal staff and personally performs the more complex work involved in the research of laws, rules, and regulations, the investigation of facts, and the preparation of documents for use in briefs, pleadings, appeals, and other legal actions; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

More specifically, the candidate will assist and provide paralegal support to attorneys conducting administrative law and other hearings, including witness preparation and document production.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Paralegal studies or, an Associate Degree and a Certificate of Proficiency in Paralegal Studies.

NOTE: A Juris Doctorate (JD) degree may be substituted for the above education requirement.

EXPERIENCE: Three (3) years of experience as a paralegal in a law firm, legal tribunal, or legal department in a public or private entity whose primary function is the research, enactment, enforcement, or litigation of legal matters.

NOTE: Rule 1:20-20(a) prohibits attorneys that have been disbarred, resigned with prejudice, transferred to disability-inactive status, or under suspension from the practice of law in this or any other jurisdiction from being employed as paralegals/legal assistants in the state of New Jersey.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN FEBRUARY 28, 2022.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

**Emailed resumes are to be
sent only to:**

Civilian.Recruitment@doc.nj.gov

The New Jersey Department of Corrections is an Equal Opportunity Employer